

# INSTRUCTIONAL FORM

Attachment B

## POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 59-2-283 2. Position Number: 559-318-3381-005 3. Date of Posting: May 16, 2012
4. Classification: Materials & Research Engineering Associate 5. Salary Range: \$4960 - \$6027
6. Pay Differentials That Apply To Position: n/a
7. Working Hours Of Position: Between 6am – 6pm
8. District/Division: DES Section: METS-GS Geographic Location: Sacramento
- (If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):  
*HR - Insert link to SPB Classification Specification*
- B. Technical & Professional Skills & Abilities: Employee must have knowledge of the materials used in these projects, testing procedures, inspection procedures, sampling and reporting activities and knowledge of labor and safety practices in the Caltrans projects. Employee must have the ability to interpret plans and specifications, analyze and check all necessary test reports on materials incorporated in the work for conformity to applicable specifications
- C. License and/or Certification Requirements: *HS - List specific license and certifications needed, Duty Statement.*
- Physical Abilities to Perform Essential Functions: Employees may be required to sit for long periods of time (1) using a keyboard and video display terminal and (2) reviewing and auditing data. Employee may be required to sustain the mental activity needed for writing, auditing, problem solving, analysis and reasoning; may be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations. Employee may be required to stand for long periods of time; pull, push and squat to examine materials and products; climb uneven terrain; maintain mental awareness and physical agility when working in the proximity of the motoring public. Employee will be required to drive a motor vehicle. Employee may occasionally be required to move equipment and test materials that require lifting up to 50 lbs.
- D.
- E. Other Departmental Requirements: *HS - From Duty Statement and Departmental Policy Memos*
- F. Duty Statement/Description of Duties: *HR – Will insert link to duty statement document*

10. Final Date and Time for Receiving Bid: May 31, 2012 by 5PM COB
11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>
11. Submit Bid to:  
Name: Sharonda Willis

Address: 1801 30<sup>th</sup> Street MS: 9-5/3J  
Telephone Number: 916-227-0529  
FAX Number: 916-227-8056  
E-mail Address: sharonda\_willis@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: HR To: HR  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)
13. Expected Reporting Date To Position (**Unit 11 Only**): No later than 30 days after final file date.  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)